



## **ARIZONA BOARD OF FINGERPRINTING**

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### **FINAL Minutes for Public Meeting**

Held January 27, 2017, at 9:00 a.m.  
4205 North 7th Avenue, Suite 206  
Phoenix, Arizona

#### **Board Members**

Courtney Mays, Department of Economic Security, Chairperson  
Chad Kewish, Administrative Office of the Courts, Vice Chairperson  
Kim Pipersburgh, Department of Health Services  
John Crabtree, Department of Juvenile Corrections  
Garnett Winders, Department of Education  
John Piccarreta, Department of Child Safety

#### **Executive Director**

Matthew A. Scheller

### **CALL TO ORDER AND ROLL CALL**

Ms. Mays called the meeting to order at 9:01 a.m. The following Board members were present: Courtney Mays, Chad Kewish, Kim Pipersburgh, Garnett Winders, and John Piccarreta. The following Board member was absent: John Crabtree.

Also in attendance was Matthew A. Scheller, Executive Director.

### **CALL TO THE PUBLIC**

Ms. Mays made a call to the public. There were no members of the public present who wished to comment.

## **APPROVAL OF MINUTES FROM DECEMBER 16, 2016**

Mr. Kewish made a motion to approve the draft minutes from December 16, 2016, and John Piccarreta seconded. The motion passed 5–0.

## **ELECTIONS**

Ms. Mays referred the Board members to Mr. Scheller's January 25, 2017 memo regarding election procedures (see Attachment 1).

Ms. Mays requested nominations for the Chairperson position. Ms. Pipersburgh made a motion to elect Courtney Mays as Chairperson of the Arizona Board of Fingerprinting, and Mr. Kewish seconded. The motion passed unanimous, 5–0.

Ms. Mays requested nominations for the Vice Chairperson position. Ms. Pipersburgh made a motion to elect Chad Kewish as Vice Chairperson of the Arizona Board of Fingerprinting, and Ms. Mays seconded. The motion passed unanimous, 5–0.

## **ADJOURNMENT**

Ms. Mays adjourned the meeting at 9:04 a.m.

Minutes approved on February 24, 2017

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Matthew A. Scheller, Executive Director



# Arizona Board of Fingerprinting Memo

TO: Board Members  
FROM: Matthew A. Scheller  
Date: January 25, 2017  
**SUBJECT Elections**

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Under A.R.S. § 41-619.52(B), the Board must annually elect a chairperson and vice-chairperson from among its members. (The Board may also elect “any other officers that are deemed necessary or advisable,” but the Board has never elected additional officers.) The last election was held in January 2016 and going forward the Board will hold its election each January.

At its January 27, 2017 meeting, the Board will elect a chairperson and vice-chairperson. This memo explains the duties of each officer and discusses how the Board should conduct its elections.

## **DUTIES OF OFFICERS**

The chairperson presides over Board meetings and hearings and sets the agendas for Board meetings (often with input from the executive director). In general, the executive director keeps the chairperson informed about issues that could affect the Board. (Board members who may be interested in the office should be aware that the executive director communicates regularly with the chairperson, usually a couple of times a month and sometimes more, especially during legislative sessions.)

The vice-chairperson assumes the chairperson’s duties when the chairperson is absent.

There are no restrictions on how many times a Board member may serve in an office.

## **PROCEDURES**

The Board’s statutes do not prescribe procedures for conducting elections. However, open-meeting laws prohibit secret ballots or elections conducted in executive session. Although the Board has options for conducting its elections, the most straightforward procedure would be the following, which the Board has used in previous elections:

1. The Board has discussion, if necessary.

2. A member makes a motion to elect a specific person as chairperson, and the motion is seconded.
3. A vote is taken. If the motion passes by a majority, the person is elected chairperson.
4. The procedure is repeated for the office of vice-chairperson.

In cases where the Board has elected new officers, it has been common practice for the current officers to continue their role for the remainder of the meeting and for the newly elected officers to preside at the next meeting.